

STATE PROCUREMENT OFFICE
Procurement of Health and Human Services
Chapter 103F, HRS

**Developing a Request for Proposals (RFP)
The RFP Template**

Reminders Worksheet

General

- Always check the SPO website for the latest version of the RFP template when writing a new RFP. When revisions are small (such as changing one website address) the nature of the changes will be listed on the SPO website.
- Cut and paste your program specific contents to the new template.
- Each state agency assigns its own RFP number, making it possible for two RFPs to have the same number. To avoid confusion, we strongly recommend that you place your state agency identifier in the RFP number. Many state agencies use the program ID number for the funds (for example HTH 460 or HMS 801). To make it easier to identify their RFP, agencies also find it helpful to add the fiscal year the RFP is issued and the division (for example, HMS-04-MWS-801).
- You can use the document map to move through the document. When the document is open, click *View > Document Map*. Click on any item to move to that section in the RFP.

Cover Page

The Cover Letter

- Serves as a first impression and provides a brief overall summary of the RFP.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

- The proposal deadline is listed more than once. Be sure all the proposal submittal deadline dates are the same.
- The date postmarked by US mail MUST be the same as the hand delivery date pursuant to section 3-143-204, HAR.

Table of Contents

- Be sure it is updated properly.

Section 1 – Administrative Requirements

I. Authority

II. RFP Organization

III. Contracting Office *(fill in)*

IV. Procurement Timetable *(fill in)*

- Statement of findings and decision may be a range of dates rather than a single date. (For example: mid-April, mid-late April, last week in April, April 23-25,2005, etc.)
- Enter dates (or a range of dates) for **each** activity even if you do not believe you will be doing such things as having discussions with applicants or requesting final revised proposals. At this point you will not know if you will need to utilize those activities. Do not enter N/A for any activity.

V. Orientation *(fill in)*

- Hold your orientation early in the process. You will need time to write and distribute answers to written questions. Applicants also need time to consider any clarifications when developing their proposals.

VI. Submission of Questions *(fill in)*

- Consider the time to issue clarifications or the possibility of amendments in setting deadlines.

VII. Submission of Proposals *(fill in)*

Subsection D

- If you allow proposals to be submitted in an electronic format (such as on a CD) it is recommended that you require a hard copy of the proposal, a transmittal letter or the Proposal Application Identification Form (Form SPO-H-200) that may be date and time stamped.
- You may want to require a specific format for the electronic submission such as Adobe Acrobat format.

Subsection E

- Familiarize yourself with section 103-55, HRS. Take note of subsection C which specifies contracts that the section does and doesn't apply. Cover this at your orientation meeting.
- When the statute does apply, the certification is prior to contracting. State agencies can require the certification upon issuing the notice of award..

VIII. Discussion with Applicants

IX. Opening of Proposals

X. Additional Materials and Documentation

XI. RFP Amendments

XII. Final Revised Proposals

XIII. Cancellation of Request for Proposal

XIV. Costs for Proposal Preparation

XV. Provider Participation in Planning

XVI. Rejection of Proposals

XVII. Notice of Award

XVIII. Protests

- Ensure the addresses for the head of the purchasing agency and the procurement officer (at the end of the section) stay with the prior paragraph. The addresses should not be at the top of a new page or providers will not understand their intended purpose.

XIX. Availability of Funds

XX. Monitoring and Evaluated

- You may add additional criteria

XXI. General and Special Conditions of the Contract

- If your state agency utilizes special conditions, they should be included in Section 5-Attachments.
- If you use the standard General Conditions, there is no need to place them in the attachments. If you do NOT use the standard General Conditions, you will need to note that here.

XXII. Cost Principles

- Familiarize yourself with the cost principles. A cost principle may be waived pursuant to Section 3-141-402(c), HAR. It must be in writing.
- Notice of the waiver **must** be included in the RFP.

Section 2 – Service Specifications

- Remember K.I.S.S.
- If the specifications are very prescriptive, carefully consider what the evaluation criteria will be.

I. Introduction

- **Overview, purpose or need.** This section advises the applicant why the service is needed, the context in which the service is to be delivered if it is part of a range of services, and gives a brief overview for the applicant so they will “get the picture” before going into the specifics.
 - Include or reference any planning activities you have conducted.
- **Description of the goals of the service.**
- **Description of target population to be served:** Be specific.
- **Geographic coverage of service:** Be specific. If you are asking for statewide coverage and will allow applicants to propose for specific areas be sure to state so. If there are some geographic areas in particular you want covered, mention them specifically (For example: Ka’u, North Shore, Kula, Hana, etc.).
- **Probable funding amounts, source and period of availability:** If this will be a multi-term contract, plan beyond the first year or two. Make sure your estimates are reasonable. Your flexibility must be balanced with realistic expectations. Providers must plan, too.

II. General Requirements

- **Specific qualifications or requirements, including but not limited to licensure or accreditation.**
- **Secondary purchaser participation:** After-the-fact secondary purchases should always be allowed. If there is a planned secondary purchase it should be noted here.
- **Multiple or alternate proposals:** Multiple or alternate proposals allow an applicant to propose more than one way to respond to the RFP (i.e. to submit more than one proposal). It is important to state the terms and method under which alternate proposals may be submitted. Remember K.I.S.S.
- **Single or multiple contracts to be awarded:** If you are awarding multiple contracts you **must** include the criteria for multiple awards.
- **Single or multi-term contracts to be awarded:** State the terms of the contract. For instance, one year contract, extendable for an additional 3 years. Indicate the conditions under which a contract will be extended and how and when the provider will know it is being extended.
 - **Reminder!** Contracts that have expired cannot be extended! Make sure there is sufficient time to complete the contract amendment to extend the contract. Most state agencies notify the provider at least 60 days in advance. If prices or other contract terms will be negotiated you will need more time. Consider the length of time it takes to get a contract signed in your state agency.
- **RFP contact person.** Name, phone number and e-mail address.

III. Scope of Work

- Remember K.I.S.S.
- **Service Activities:**
 - Make the requirements clear.
 - Give examples. Providers are not mind readers.
- **Management Requirements:**
 - **Personnel.**
 - **Administrative:** If you require providers to attend meetings, address it here. Applicants need to know approximate frequency of the meetings and geographic area to enable them to budget accordingly.

- **Quality assurance and assurance and evaluation specifications.**
- **Output and performance/outcome measurements:** If you are using tables/forms, you may refer to them here and in section 3, and place them in Section 5.
- **Experience.** Indicate the kinds of experience necessary and/ or preferred. Remember to distinguish between the two. Indicate examples. Examples of experience: experience with a particular population, experience conducting a kind of service such as outreach, residential, peer education, etc.
- **Coordination of services.** Indicate the requirements for coordination required/preferred. Remember to distinguish between the two. Indicate examples: organizations/individuals, kinds of other services, etc.
- **Reporting requirements for program and fiscal data:** Indicate whether you will require, monthly, quarterly, semiannual reports and the nature of the datakeeping required.
- **Pricing structure or pricing methodology to be used:** The pricing methodologies/structures listed include suggested language if you utilize one of the listed structures. Remember K.I.S.S. Do not use the name of a pricing methodology/structure that is already listed and then redefine it.
 - Include the **Conditions for Payment** in this section. It will avoid problems later and assist providers in being able to plan.
 - Timing (monthly, quarterly, etc.)
 - Invoice and/or reporting requirements conditional for payment.
 - Will there be an initial payment? (When, how much?)
 - Is there a guaranteed minimum?
- **Units of service and unit rate:** If using units of service each unit of service should be defined clearly and in detail.

IV. Facilities

Location? Amenities? Accessibility (in addition to ADA).

Section 3 – Proposal Application Instructions

- Recommended: add additional program specific instructions/guidelines!!
- Include specific items listed in Section 2, Service Specifications when adding bullets.
- Include examples of what constitute documentation of the requirements.
- Compare with Section 2.

Section 4 – Evaluation

- If you will be using a scoring mechanism for evaluation such as a Likert scale, include it in this section.
- Add criteria/bullets!!
- Compare with Section 3, Proposal Application Instructions, when adding criteria/bullets
- Weight (assign points to) criteria/bullets within a section. You cannot do this when you evaluate proposals if it was not identified in the RFP. It cannot be done after-the-fact.

Section 5 – Attachments

- Proposal Checklist: Be sure the documents/forms required are checked off in the proper column. Make sure the fiscal forms listed as required in Section 2 coincide with the forms checked off in the Checklist.
- Include budget form instructions for which you have written special instructions.
- Federal certifications (such as Debarment) must be included in this section. They are not available on the SPO website.